



NON-APPROPRIATED FUND

JOB OPPORTUNITIES

OPENING DATE: **9 Feb 2004**

CLOSING DATE: **17 Feb 2004**

POSITION TITLE:

**MATERIALS HANDLER MOTOR
VEHICLE OPERATOR**

SERIES AND GRADE:

NA-6907-06

RATE OF PAY:

\$9.97 per hour

LOCATION:

USDB Fund

APPOINTMENT CATEGORY:

Regular Full Time

ANNOUNCEMENT NUMBER:

N04-013

NONAPPROPRIATED FUND OFFICE:

913-684-2747

SUMMARY OF DUTIES: Serves as a Materials Handler for the United States Disciplinary Barracks (USDB) Fund Warehouse. Operates forklifts, pallet jacks, hand trucks and carts on a daily basis while receiving incoming or outgoing shipment of items. Assembles items grouping material according to receiving documents, and as necessary, into subgroups based on property class, condition, and type of transaction. Reports overages, shortages, or damaged items to supervisor or other responsible person according to established procedures. Selects and sets up proper storage areas for materials within the general warehouse plan considering size, shape, quantity, use, and possibility of damage, deterioration, and contamination to or from other items. Stores, stacks, and palletizes without instructions on methods or procedures to use. Operates gasoline or diesel powered vehicles with a gross weight up to 25,000 pounds to accomplish the pickup/delivery of items handled through the USDB Fund Warehouse and Sales Store. Makes pickup and deliveries of customer furniture/merchandise within the local area and ensures that merchandise is properly padded before transporting. Performs driver maintenance of the vehicle. May operate a Local Area Networked computer using networked software program to process a wide range of reports, purchase request, warehouse stock picking tickets, shipping documents, property hand receipts, turn-in documents, change documents, and inventory control status reports.

SPECIAL CONDITIONS OF EMPLOYMENT: Completion of a satisfactory Local Agency Check. Must possess a valid Driver's License, and the ability to obtain a Government License.

QUALIFICATION REQUIREMENTS: Knowledge of the overall warehousing plan and accepted warehouse methods, procedures, and techniques to select proper storage location and store supplies, equipment, stock, and palletize items. Knowledge and skills in building pallet loads based on the shipping conveyance. Knowledge and skills in handling the controls of starting and stopping, backing and driving of gasoline or diesel powered vehicles and forklifts. Must know safe driving rules, regulations and traffic laws. Working knowledge of standard computer operating procedures, rules, and methods and the ability to initiate action to salvage completed work when malfunctions occur. Working knowledge of operating systems, utilizing software and certain application software to initiate, monitor and complete the processing or work required.

PHYSICAL EFFORT: Performs work on hard surfaces and in work areas that require standing, stooping, bending and work in tiring and uncomfortable positions. May be required to work at a rapid pace for long periods of time. Frequently lifts and carries supplies, materials, and equipment that weigh up to 100 lbs. and may handle items in excess of 100 lbs.

WORKING CONDITIONS: Warehousing work is done inside and outside. May work inside areas that are hot, cold, damp, drafty, or poorly lighted. May work in bad weather in such outside areas as open docks and storage yards. The work may be dirty, dusty, and greasy. The incumbent is exposed to the possibility of cuts, scrapes, bruises, falls from ladders, or injury from mechanical conveyer systems.

The work requires frequent, direct contact in the detention, direction, supervision, inspection, training, employment, care, transportation or rehabilitation of USDB inmates convicted of offenses against the punitive articles of the Uniform Code of Military Justice. Inmate contact exposes the incumbent to daily stress and the threat of potential dangerous situations.

Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.

SPOUSE EMPLOYMENT PREFERENCE: In compliance with Executive Order 12568, this announcement provides employment preference for military spouses applying for NAF positions at pay levels NF-3 and below, or equivalent hourly rate positions, for which the spouse eligible applies and is fully qualified.

The time period of eligibility begins thirty (30) days before the military sponsor's reporting date, and continues during the entire tour or until acceptance or declination of a position (NAF OR APF) at the grade for which preference has been requested. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, etc.) is considered a declination. Preference is also terminated on placement into any continuing position (positions expecting to continue for at least 1 year), whether or not preference was applied.

A spouse eligible for preference must request consideration at the time DA Form 3433 (application for NAF employment) is submitted to the Civilian Personnel Advisory Center, NAF Division. Eligibility will be verified by the sponsor's PCS orders. If the spouse's name is not on the sponsor's PCS orders, a marriage certificate is also required.

A military spouse employment preference applies towards all external recruitments. Spouse preference does not apply for noncompetitive placements.

INVOLUNTARILY SEPARATED MILITARY MEMBERS (ISM) PREFERENCE:

In compliance with AR 215-3, certain members of the Armed Services who were involuntarily separated from active duty with an honorable or general under honorable conditions discharge are entitled to preference in hiring for a period of 1 year after separation. ISMP also applies to certain voluntarily separated members of the Armed Forces. This preference also applies to their dependents.

Preference applies to all pay band positions NF-3 and below, and all FWS and CC positions for which the ISMP eligible applies and is qualified. The preference must be claimed at the time of application. ISMP does not apply to non-competitive placement actions.

An individual is entitled to this preference in hiring only one time. The preference is terminated upon placement in, or declination of, a NAF position for which application was made.

Eligibility for preference will be verified by applicable military and civilian identification cards bearing the over stamp Transition Assistance (TA). Since the circumstances under which a military member or dependent may attain eligibility are quite broad, the CPAC/NAF-CPU should refer questions to the appropriate military personnel authority.

MILITARY PERSONNEL VOLUNTARY SEPARATION INCENTIVE (VSI) OR SPECIAL SEPARATION BONUS (SSB) PREFERENCE: In compliance with P.L. 102-484, active duty or full-time National Guard members who receive VSI or SSB separations are entitled to preference in hiring for NAF positions at pay levels NF-3 and below, or equivalent hourly rate positions, for which the VSI or SSB applies and is fully qualified.

Individuals can only receive this preference in hiring once. VSI or SSB preference is terminated upon placement in or declination of (whichever occurs first) a NAF position for which application is made.

The VSI or SSB eligible for preference must request consideration at the time DA Form 3433 (application for NAF employment) is submitted to the Civilian Personnel Advisory Center, NAF Division. A copy of DD 214, or DD 1173 (ID card with TA overstamp) will verify eligibility.

Active duty or full-time National Guard members who separate from the Military Services under the VSI or SSB programs after September 30, 1994, and are rehired in a civilian position of the Department of Defense within 180 days of separation from the Department of Defense, shall have the VSI or SSB separation payments recouped.

VSI or SSB preference applies towards all external recruitments. This preference does not apply for noncompetitive placements.

CONDITION OF EMPLOYMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. All positions require satisfactory completion of local and national agency checks. Certain positions require satisfactory completion of criminal history repository checks and physical examinations.

APPLICATION PROCEDURES: Current qualified and interested Nonappropriated Fund employees may apply for the above positions(s) by telephoning 684-2747 or by personal visit to NAF Personnel. Reinstatement Eligibles and all other qualified and interested applicants may apply for this position(s) by submitting a DA Form 3433 (application for NAF employment) to the Civilian Personnel Advisory Center, NAF Division, Bldg. 87, 821 McClellan Avenue, during the hours 0730 to 1630 daily, Monday through Friday. Department of the Army Nonappropriated Fund Instrumentalities are Equal Opportunity Employers.

ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON (E.G. RACE, COLOR, RELIGION, SEX, POLITICS, MARITAL STATUS, AGE, MEMBERSHIP IN A EMPLOYEE ORGANIZATION) OR PHYSICAL HANDICAP THAT DOES NOT INTERFERE WITH DOING THE JOB. PLACEMENT UNDER THIS ANNOUNCEMENT WILL BE MADE UNDER EXISTING DEPARTMENT OF DEFENSE EMPLOYMENT POLICY.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE BY CASE BASIS.

REFUSAL OF A MILITARY SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

WHISTLEBLOWER COMPLAINTS: NAFI EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING PROTECTED DISCLOSURE OF A VIOLATION OF ANY LAW, RULE OR REGULATION, MISMANAGEMENT, GROSS WASTE OF FUNDS, ABUSE OF AUTHORITY, AND SUBSTANTIAL AND SPECIFIC DANGER TO PUBLIC HEALTH OR SAFETY, AND THE CONFIDENTIALITY OF EMPLOYEES AND APPLICANTS MAKING SUCH DISCLOSURES WILL BE PROTECTED (PUBLIC LAW 98-94).